



## **JOB DESCRIPTION**

Title: **AQUATICS MANAGER**  
Department: Park Center  
Class Code: 6715  
FLSA Status: Non-Exempt  
Effective Date: July 1, 2002 (Rev. 01/2003)  
Grade Number: 16

### **GENERAL PURPOSE**

Under direct supervision of Center Director performs professional duties in supervision of the operations of the aquatics pools through planning, coordination, scheduling, and evaluating a variety of programs specific to aquatics area within the facility.

### **EXAMPLE OF DUTIES**

- \*-- Schedules all pool activities and private rentals to ensure optimum pool usage; coordinates programming with supervisors and in keeping with center needs.
- \*-- Develops and schedules aquatic programming for the center to include, classes, swim meets, water polo matches, tournaments, swim lessons, lap swimming, youth swim club and other aquatic programs as developed and assigned.
- \*-- Assists with Aqua Fit workouts and scheduling of classes by working with the Fitness Supervisor.
- \*-- Assists in hiring, training and scheduling qualified lifeguards, instructors and all other pool staff; directly supervises lifeguards, instructors, and other aquatic staff.
- \*-- Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff is maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.
- \*-- Development of lifeguard deck rotational system for monitoring the pools and all other pool deck operations.

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- \*-- Handles the filtration system and other aquatic operating systems with the assistance of the Building Maintenance Worker. Maintains proper pool chemical balance.
- \*-- Performs regular safety inspections of pool and equipment to reduce hazards and to provide maximum safety to the patrons.
- \*-- Assists with coaching the youth swim program and high school program as needed; assists with swim meets, tournaments, and other special events.
- \*-- Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field plus three (3) years directly related aquatics experience, or any equivalent combination of education and experience.

### Special Requirements

- Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO).
- Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge in planning, organizing, and implementing aquatics programs.
- Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry.
- Ability to work with the public and possess excellent public relation skills.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

## **TOOLS & EQUIPMENT**

- Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in fitness programs and swimming pools.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.